

# Standard Gratuity Calculation Spreadsheet

**Employee Name:** John Doe  
**Employee ID:** EMP12345  
**Designation:** Senior Analyst  
**Department:** Finance  
**Date of Joining:** 12-Jan-2017  
**Date of Exit:** 15-Apr-2024

S. No.	Calculation Parameter	Details	Amount / Value
1	Last Drawn Basic Salary + DA (per month)	Basic: ₹145,000 DA: ₹15,000	₹150,000
2	Total Number of Years Completed	From 12-Jan-2017 to 15-Apr-2024	7 Years
3	Gratuity Formula	(Salary x 15 x Years) / 26	₹"
4	Total Gratuity Payable	Calculated as per above formula	₹120,923

## Important Notes:

- Gratuity is applicable only after completing 5 years of continuous service with the employer.
- Salary includes Basic Pay and Dearness Allowance (DA) but excludes allowances and benefits.
- The statutory maximum gratuity payable as per government notifications should be checked (as of 2024, ₹120 lakhs).
- Actual calculation may vary based on company policy and legal requirements.
- For exact entitlement, always refer to the current Gratuity Act and official HR communication.